

PROCUREMENT MANAGER

GRADE 38

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work planning, directing and overseeing the procurement of a variety of services, supplies, materials and equipment; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, overseeing and supervising central purchase of services, supplies, materials and equipment; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee issues and problems; directs work; consults with staff on procurement concerns; trains staff on procurement processes; signs off on all related employee paperwork.
- Researches and issues solicitations for complex/highly sensitive services including construction, insurance, public safety systems, etc.; chairs evaluation committee meetings; schedules and chairs interviews, demonstrations and negotiation sessions; acts as negotiation liaison between County/school and contractor.
- Examines contract documents, including special provisions contained therein for acceptable legal terms and conditions and compliance to public procurement standards; seeks advice from County/School Attorney if needed; negotiates any required changes with contractors; signs contracts.
- Supervises procurement programs and staff in purchasing large volume of goods/services for County and schools; develops and implements progressive procurement programs to improve effectiveness and efficiency of procurement activities; executes, supervises and communicates aspects of procurement programs to staff and user departments.
- Formulates, implements, maintains, updates, interprets and enforces procurement policies/procedures; establishes standards; ensures compliance with all applicable laws, rules, regulations, standards and best procurement practices; presents changes to established policy/procedures to the Board via resolution.
- Reviews purchase orders, procurement documents and other documentation to ensure accuracy of information, completeness of documentation and compliance to policy/procedures; determines appropriate method of procurement; signs award notices, renewals, modifications, contracts and non-delegated purchase orders.
- Reviews commodity history to determine best method of procurement/need for new contract based on current or projected volume and activity; reviews evaluations of contractors and conducts market analysis/peer feedback within procurement field, to determine best method of procurement in rebidding and renewing contracts.
- Develops and implements training programs for end users and external customers; develops and maintains vendor brochures outlining procurement procedures.
- Administers budget for procurement operations; monitors and approves expenditures; provides budgetary input to end users in relation to procurement/contract expenditures.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of business methods, markets and purchasing practices; comprehensive knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment; thorough knowledge of standard office procedures, practices and equipment; ability to plan, organize and review the work of office staff in performing varied procurement functions; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with school and County officials, vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with course work in purchasing, accounting or related field and considerable experience in the procurement of a variety of supplies, materials and equipment for a large organization, including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. May be required, as need arises, to conduct field visits for projects including but not limited to off-site review of outside properties over potentially uneven terrain, climbing ladders/rooftop or mechanical room inspections, all of which require travel to any and all County and School facility locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. CPPB and/or CPPO preferred. Must pass a criminal background check and credit history check.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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